

INSTRUCTIONS

WHO MUST FILE. Any county, city or village which has approved a lottery by an election must apply for and obtain a lottery license prior to conducting such lottery.

WHEN AND WHERE TO FILE. All licenses issued to any county, city or village to conduct a lottery expire on May 31 of every even-numbered year and must be renewed biennially. All applications for license renewal must be submitted at least 60 days prior to the expiration of the license. A county, city or village which has not been previously licensed may submit the application form at any time during the period covered by the license. License fees are due in full for the biennial licensing period. However, if a new license application is received by the Department and the license will become effective on or after June 1 of the second year of the biennial licensing period, the license fee to be remitted to the Department is one-half of the biennial fee.

The application form may also be utilized during the period covered by the license to report changes in the application information or to cancel the license. Any changes in the information originally submitted on the application form must be reported to the Nebraska Department of Revenue within thirty days of the change(s).

Mail the application form with the appropriate fees, schedules and attachments to the Nebraska Department of Revenue, Charitable Gaming Division, P.O. Box 94855, Lincoln, Nebraska 68509-4855. You should retain a copy for your files.

SPECIFIC INSTRUCTIONS

NAME AND LOCATION ADDRESS. Enter the name of the county, city, or village applying for the license.

NAME AND MAILING ADDRESS. Enter the mailing address to which all information concerning county/city lottery activities should be mailed. The Nebraska County/City Lottery Tax Return, Form 51C, which is used to report and pay the lottery tax on the gross proceeds will be mailed to this address.

LINE 4. Enter the type of license application. A county, city or village which contracts with a lottery operator to conduct the lottery on its behalf must include the Nebraska Schedule I – County/City Lottery Operator Application with a new or renewal application. If the selected lottery operator conducts the lottery at a location other than its own, Nebraska Schedule II – County/City Lottery Sales Outlet Location Application must be included for each such location.

DEFINITION. Lottery operator is an individual, sole proprietorship, partnership, limited liability company, or corporation which is responsible for conducting a lottery on behalf of a county, city, or village as provided by the written contract between the county, city, or village and the lottery operator, which may include responsibility and liability for all operational aspects of the lottery such as daily gaming operations; purchase, repair, replacement, and maintenance of lottery equipment; purchase and maintenance of lottery supplies; compensation, staffing and training of all employees and agents; processing and handling of lottery gross proceeds; preparation of all reports required of a county, city, or village or lottery operator by the Department or any governmental entity or agency; advertising; development of official rules and procedures for play and collection of prizes and progressive game prizes, oversight of the lottery operation; and all other record keeping.

LINE 10. Indicate the method of winning number selection to be used in a keno lottery activity. If both a manual ball draw or automated ball draw and a random number generator are used, attach a separate schedule showing the days and times each will be used. The method initially used may only be changed once during the business day. For example, if you begin the day using a random number generator, you can change to a manual ball draw at the predesignated time, but no further changes are allowed for that business day.

LINE 11. Indicate the name, address and daytime telephone number of one individual who represents the county, city, or village in all matters relating to the conduct of the lottery activity. This individual would be the primary contact person for the Department.

LINE 12. Indicate the name, address and daytime telephone number of the individual(s) who may sign and approve the lottery worker license applications in lieu of the governing official.

LINE 13. Indicate the bank account number and the name and address of the financial institution where the net proceeds from the lottery activity are deposited. The Nebraska County and City Lottery Act requires the gross proceeds of the lottery, less the amount awarded in prizes and any commission paid to a lottery operator plus any interest on such funds, to be segregated from other revenue of the county, city, or village and placed in a separate bank account.

LINE 14. If you have contracted with a lottery operator to conduct the lottery on your behalf, attach Nebraska Schedule I – County/City Lottery Operator Application and a copy of the finalized agreement between the county, city or village and the lottery operator.

LINE 15. Indicate the name and address of each location where lottery tickets will be sold or keno will be played. If the location is other than the location of the lottery operator, attach Nebraska Schedule II – County/City Lottery Sales Outlet Location Application and a copy of the site agreement for each such location. Also, each location must be approved by the county, city, or village based upon qualification standards that have been established by ordinance or resolution. The qualification standards must be filed with the Department within 30 days of their adoption. A county, city, or village must notify the Department of all approved lottery locations within 30 days of their approval.

LINE 16. The Nebraska County and City Lottery Act allows the conduct of the lottery only within the geographic boundaries of the county, city, or village which has approved the lottery activity unless an agreement pursuant to the Interlocal Cooperation Act has been made with another county, city, or village to conduct a joint lottery. The other county, city, or village must have approved the lottery activity by election and must apply separately for its own lottery license. A copy of the agreement must be attached to this application form and is subject to approval by the Department.

SIGNATURE. The application form must be signed by a member of the governing board or a governing official of the county, city, or village.

Any questions regarding the completion of this application form should be addressed to the Nebraska Department of Revenue, Charitable Gaming Division, P.O. Box 94855, Lincoln, Nebraska 68509-4855, telephone (402) 471-5937 or toll free (877) 564-1315.